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APPENDIX II

FORMAT FOR A LOGISTICAL PLAN  
(OR ANNEX TO AN OPERATIONAL PLAN)

REFERENCES : Refer to pertinent directives, orders and publications.

MAP REFERENCES: List maps referred to in plan.

1. Operational Situation

- a. Background. Include such information of the overall situation as may be essential to the understanding of the logistical plan.
- b. Magnitude.
- c. Location.
- d. Assumptions.

2. Logistical Situation

The supply situation at the start of the period covered by the operational plan should be outlined as should:

- a. Facilities available for logistical support.
- b. Indigenous resources.
- c. Security factors.
- d. Supplies available (may be separate tab).
  - (1) On hand.
  - (2) In transit--in pipeline.

3. Mission

A clear, concise statement of the logistical task to be accomplished.  
(Define logistical mission to be accomplished during initial and subsequent phase activities.)

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4. Major Tasks for Subordinate Elements

In a separate lettered subparagraph give the specific task or responsibility of each major subordinate element.

5. Supply

a. Authorized Levels. Estimated stock levels by days of supply.

b. Requirements:

(1) List of Materials (see Appendices III and IV). Also include a general statement of volume and rate of supply.

(2) Special requisitioning instructions.

(3) Specific instructions concerning specialized equipment.

(4) Instructions pertaining to receipts, shipments and issues.

c. Salvage. Instructions governing collection, utilization and disposition, including critical scrap.

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e. Special Supply Tasks. Instructions and responsibilities deviating from normal supply activities, such as:

(1) Indigenous subsistence.

(2) Contributions to allies, friendly 3rd countries, etc.

6. Procurement

Special instructions governing extent and control of local procurement and procedures for payment.

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## 7. Material Maintenance

Instructions, by major equipment categories, for material maintenance.

## 8. Transportation

### a. Method of employment.

- (1) Rail
- (2) Water
- (3) Air
- (4) Highway

b. Responsibilities. Designate responsibilities for operations of all types.

c. Movement Control (including security).

d. Lines of Communication (use maps where possible).

## 9. Construction and Base Development

a. Base development plan (refer to an appropriate tab. Also see base development check list, Appendix VII).

b. Utilization of local resources.

c. Additional projects.

d. Combined Command Use.

e. Indigenous responsibilities.

## 10. Printing Services

a. Facilities required by location.

b. Production objectives by type and volume.

c. Security.

## 11. Miscellaneous

a. Location of Headquarters

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- b. Reports required.
- c. Effective dates.
- d. Instructions pertinent to all elements not covered elsewhere.

NOTE:

As a general rule, the support aspects of communication, medical services, administration (including personnel), and training are covered in separate annexes. However, appropriate cross reference in the logistics annex is considered desirable.

Enclosure:

Tab "A" - "Logistics Planner's Check List for the Preparation of a Logistical Plan (or Annex to an Operational Plan, Project or Program)"

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